



UPCHURCH PARISH COUNCIL

Clerk to the Council:

Mrs J Cura

43 Woodside, Rainham, Kent, ME8 0PL

Tel: 01634-363906 e-mail: clerk@upchurchpc.kentparishes.gov.uk

BURIAL GROUND RULES AND REGULATIONS

BURIAL AUTHORITY

The Upchurch Parish Council is the Burial Authority for the Burial Ground in Upchurch, referred to in this document as the "Authority". Reference in this document to the "Rules" is a reference to the Rules and Regulations for the Burial Ground in force at the time. The Clerk to Upchurch Parish Council represents the Authority for administration of the Burial Ground. All enquiries should be made to the Clerk in the first instance.

RULES

FEES

All fees and charges must be paid in advance of any service for which a charge is payable under the Rules. The fees may be amended or revised at any time.

CONDITIONS

The Authority will allow interments in new spaces for deceased parishioners only (defined as those living in Upchurch at the time of death, or those living outside the Parish but having lived in Upchurch for at least 15 consecutive years *during the last 30 years*). Discretion may be exercised in special circumstances (see below). Reservation of grave spaces is not permitted.

SPECIAL CIRCUMSTANCES

Application for special circumstances relating to the interment of non-parishioners will be considered at a full Parish Council meeting, or by the majority view of the Councillors outside such a meeting if this is of an unreasonable timescale. The application must be made in writing to the Authority before it is considered.

REGISTER

A register of burials will be kept at the residence of the Clerk where searches may be made by appointment and certified extracts obtained on payment of the appropriate fee.

CHANGES OF ADDRESS

In order for the Parish to maintain accurate records and be able to contact individuals in relation to burial ground issues, all changes of address relating to owners of Exclusive Rights or Plaques must be notified to the Clerk.

ALLOCATION

The Clerk shall maintain a list of available plots and will allocate these in strict rotation.

UNDERTAKER

The Authority advises that for all interments, whether for full body or ashes, an Undertaker should be retained. The Undertaker will liaise with the gravedigger.

AMENDMENT OF RULES AND REGULATIONS

The Authority reserves the right to alter or amend any of the rules and regulations at any time.

PRIVATE GRAVES

A grave shall be considered to be private when an Exclusive Right of burial has been purchased. A charge for interment will be made for each burial in that grave.

EXCLUSIVE RIGHT OF BURIAL

An Exclusive Right of Burial will be issued for a period of one hundred years at the same time as application is made for the burial of a deceased person. The right will normally be given for the next available space in the Burial Ground, as directed by the Authority although consideration may be given to applications for other spaces in exceptional circumstances. An Exclusive Right of burial is also an Exclusive Right for the erection of monuments, subject to the approval of the Authority and compliance with the Rules. A grant of Exclusive Right will be issued by the Authority to the owner thereof.

TRANSFER OF PRIVATE GRAVES

The owner of the Exclusive Right of burial in any grave may not transfer that right to anyone other than a relative or next of kin by blood or marriage without the consent of the Authority. Any person claiming to be the owner of an Exclusive Right of burial will, upon the production of satisfactory evidence of title and upon payment of the appropriate fee, be provided with a certificate of ownership.

INTERMENT IN A PRIVATE GRAVE OF ANYONE OTHER THAN THE OWNER

The Authority will require the written consent of the registered owner (or his or her heirs or assigns) prior to the interment in a private grave of anyone other than the owner.

IDENTIFICATION MARK

The Authority reserves the right to place and maintain their private mark of reference (which shall not be removed by the owner) upon any grave.

COFFINS

Any environmentally acceptable material would be allowed.

ERECTION OF MONUMENTS

No monuments, headstones or other erections may be installed on a grave without the prior approval of the Authority and payment of the appropriate fee. Notice of intention, together with a drawing of the erection and a copy of the inscription, must be left with the Authority at least 28 days before any proposed installation. It is strongly recommended that the approval of the Authority is sought before work is commissioned.

No kerbstones, footstones, edgings or other form of boundary markers are permitted, as they create difficulties in mowing

MATERIALS FOR MONUMENTS

All gravestones and monuments must be made of natural stone with the exception of bronze plaques, and shall be positioned as directed by the Authority. The Authority will give preference to monuments made from Portland stone. Nabresina, Cornish granite or Balmoral granite and to non-reflecting surfaces.

If the delivery and installation of such monuments causes any damage, the person responsible shall be required to make such damage good to the satisfaction of the Authority or in default to pay the cost of that repair work.

No dressing or preparing stones, placing frame landings are allowed

SIZE AND POSITIONING

Applications to erect monuments may be granted up to the following maximum dimensions:

Headstones 1m high x 0.76m wide (3'3" x 2'6")

Vase 0.45m high (18" high)

Tablet 0.45m square (18" square)

Each headstone should be a minimum of 0.08m (3") thick, on a base between 0.3m (12") and 0.38m (15") thick. In addition, any concrete base below the headstone base should be a minimum of 0.38m (15") in depth, 1m (3'3") wide and 0.07m (3") in thickness. Also, a secure method of anchorage must be used for all headstones to their concrete bases and into the ground (e.g. a Nettlebank fixing bar).

In order to keep the ground in a neat and tidy manner, all monuments will be placed as directed by the Authority. They will not occupy an area greater than 1m long x 0.6m wide (3'3" x 2').

PHOTO MOUNTS

A ceramic photo of the deceased, no greater than 9cm x 7cm may be mounted on a headstone with the prior approval of the Authority. Notice of intention must be left with the Clerk before any installation.

REPAIRS TO MONUMENTS

Unless special agreement has been reached with the Authority, all monuments, headstones etc. must be kept in good order and repaired by and at the expense of the owner of the monument. In the event of any monument becoming dilapidated, or unsafe the Authority shall be entitled to make it safe and charge the owner accordingly. The owners will be expected to regularly inspect the monument.

If a monument is replaced or altered, a fee shall be charged as if a new monument was erected. Should a monument be damaged, it may be repaired using the original materials without payment of any fee to the Authority.

REPLACEMENT OF MONUMENTS

Any monument, gravestone or other erection taken down upon the opening of a grave or upon any other occasion shall be replaced as soon as possible, except by special permission. The grave to be left in a neat state whilst the monument is being repaired. In

default the Authority shall be entitled to reinstate and charge the expense to the owner or the Undertaker if removed by him.

PLANTING

The planting or ornamentation of any grave space must be subject to the approval of the Authority who reserve the right to remove any plants, flowers or artificial tributes at any time that the Authority consider to be overgrown or unsightly.

The planting of trees or shrubs (other than approved box hedging) on a grave is not permitted.

Flowers should preferably be planted immediately adjoining the headstone in the area 0.3m (1 foot) into the plot and the remaining area of the grave grassed over. This will be kept mown by the Authority. If desired, the whole length of the grave space can be planted up provided that the area is well cared for (this is the responsibility of the plot holder).

A small box hedge is allowed to be planted to edge the plot, this must be planted and maintained by the plot holder to a final size of the hedge not exceeding 0.3m high x 0.23m depth (12"x9") into the plot.

As a low maintenance option to the plot holder, the Authority can arrange for the grave to be fully turfed and charge this expense to the owner, this will be kept mown by the Authority.

The Authority reserves the right to turf over any area of the grave space if it becomes consistently unkempt/overgrown or does not meet the rules.

ADVERTISING

No advertisement by stone masons will be permitted.

COMMON GRAVES

A grave shall be considered common where no exclusive right has been purchased.

MARKING OF COMMON GRAVES

The only ornament allowed on a common grave will be, subject to the approval of the Authority, one plaque in respect of any one person buried in that grave. Such a plaque may be inscribed with the name and age of that person and of a size no greater than 0.45m x 0.45m (18" square). Such approval does not infer any Exclusive Right to that grave.

INTERMENT OF ASHES IN DEDICATED ASHES PLOTS

ASHES PLOTS

Plots are provided for the interment of ashes, for which the Exclusive Right is to be purchased, and a fee payable for each interment. The use of a casket is not necessarily required.

EXCLUSIVE RIGHT OF INTERMENT

An Exclusive Right of interment will be issued for a period of one hundred years at the same time as application is made for the interment of a deceased person. The right will normally be given for the next available space in the Burial Ground, as directed by the Authority although consideration may be given to applications for other spaces in exceptional circumstances. An Exclusive Right of interment is also an Exclusive Right for the erection of a tablet, subject to the approval of the Authority and compliance with the rules.

A grant of Exclusive Right will be issued by the Authority to the owner thereof.

TRANSFER OF EXCLUSIVE RIGHT

The owner of the Exclusive Right of interment may not transfer that right to anyone other than a relative or next of kin by blood or marriage without the consent of the Authority. Any person claiming to be the owner of an Exclusive Right of burial will, upon the production of satisfactory evidence of title and upon payment of the appropriate fee, be provided with a certificate of ownership.

ERECTION OF TABLETS – SIZE AND POSITION

Tablets with a base area no greater than 0.45m x 0.45m (18" square) may be installed on an ashes plot with the prior approval of the Authority and after payment of the appropriate fee. Notice of intention, together with a drawing of the erection and a copy of the inscription, must be left with the Clerk at least 28 days before any proposed installation. It is strongly recommended that the approval of the Authority be sought before work is commissioned. The Authority does not permit any additional memorial to be installed on an ashes plot.

No form of boundary markers, such as fencing or stone edgings, is allowed around any ashes plot.

PHOTO MOUNTS

A ceramic photo of the deceased, no greater than 9cm x 7cm may be mounted on a tablet with the prior approval of the Authority. Notice of intention must be left with the Clerk before any installation.

MEMORIAL ROSE BEDS

GENERAL

The Authority has set aside areas for use as Memorial Rose Beds which are maintained by it. Application to install a plaque and rose bush is to be made to the Clerk.

ROSES

Only Hybrid Tea or Standard rose bushes are permitted, to be supplied and planted by the Authority. Only one Standard rose will be permitted per rose bed.

PLAQUES

Plaques are of die-cast aluminium construction, riveted to a metal support. The Clerk will obtain a quotation for a suitable plaque, bearing the inscription requested by the applicant, and advise the applicant of the cost. The full cost of the plaque and the appropriate fee must be paid before the Clerk will confirm the order. Metal plaques are installed by the Authority and will be insured against damage by vandals. The Clerk will inform the applicant in writing when the plaque and rose have been installed.

FEES AND DURATION

A fee is payable for the right to have a plaque and rose bush for a period of ten years. That right is renewable for a further ten-year period on payment of the appropriate fee at that time. The Clerk will inform the owner of the plaque when renewal is due.

REGISTER

A register of plaques will be kept at the residence of the Clerk where searches may be made by appointment and on payment of the appropriate fee.

MAINTENANCE OF PLOTS

All plots must always comply with the rules and regulations set by the Authority. Owners of Exclusive Rights will be notified in writing by the Clerk if their plot is found to be non-compliant which will include a deadline for compliance. If the plot does not meet compliance by the deadline, the Authority reserve the right to remove any item(s) not complying with the rules.

The Following are examples of items that are not permitted:

- **Boundary markers including concrete edgings, log roll, bamboo fencing, etc (with the exception of approved box hedging)**
- **Any item made from a breakable material such as glass, porcelain, etc**
- **Astroturf**
- **Shrubs and trees**
- **Any dressings including slate/bark chippings, gravel, shingle, stones etc**
- **Planters/plant pots (that are not part of the approved monument/tablet)**
- **Garden ornaments**
- **Drinks bottles and cans**

Many of these items present the Authority with issues relating to either mowing or strimming of plots or safety of the burial ground users.

August 2015
Upchurch Parish Council
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